The **State of Montana** is offering training to the general public in **SABHRS,** the **S**tatewide **A**ccounting, **B**udgeting, **H**uman **R**esources **S**ystem, to expand employment opportunities in the Human Resources, Budgeting, and Financial areas of state government.

Classes will be offered on a fee basis and will cover use of the functionality of the SABHRS software.

Students must possess basic business process knowledge (accounting, human resources, etc.). It is also recommended that students possess a basic understanding of fund accounting principles prior to attending Financials classes.

A **schedule of SABHRS classes** is online at:

Discoveringmontana.com/statejobs/training/

Classes are offered during regular business hours (8 a.m. – 5 p.m.), Monday through Friday, at the **ITSD Training Center, 2800 Airport Road, Helena, MT.**

Course Descriptions
FINANCIALS COURSES

Intro/Navigation Class This required class covers logging into the access portal and the Financials system, navigating web pages, accessing and saving favorites, and establishing preferences.

Vouchers Learn to enter various voucher ("check") types (incl. multiple vendor, template, etc.), search for vendors, maintain vouchers, create withholdings adjustments, inquire into document status, and run basic reports.

Deposits Learn to enter and approve regular deposits, create accounting entries, conduct inquiries, resolve errors, and run basic reports.

Journals Attendees will enter and process regular and inter-agency journals, use coding charts, review journal and ledger data (incl. drill down functionality), and monitor open item activity.

Budgets Get an overview of budget definitions and the rules that govern agency budgets, and learn to enter and review budget journals, identify budget exceptions, conduct general budget inquiries, and run basic reports.

Asset Management Attendees will add, retire, and reinstate various asset types, as well as change the service date, useful life, and salvage value of assets. ***Working knowledge of asset types is helpful.

Course Descriptions
HUMAN RESOURCES COURSES

Navigation-Overview HRMS 8.3 Required before taking any other classes. The class covers navigating web pages, use of the access portal, and an overview of the Human Resources database.

Position Data Maintenance This class covers entering and maintaining position information within the Human Resources database.

New Hire Process Enter the data required to hire an employee and insure she gets paid correctly.

Employee Special Maintenance Learn the maintenance activities associated with an employee record including transfer, additional job, termination, and rehire.

Intro to Time & Labor This course focuses on the Time & Labor module including various Time & Labor groups and their role in time entry.

Time & Labor/Payroll Processes Learn about the various Time & Labor and Payroll processes, review the reports that result from the processes, enter expenses, travel, and adjustments.

FINANCIALS CLASSES

Intro/Navigation Class *
    2 hrs.   **$25**
Vouchers
    6 hrs.   **$150**
Deposits
    2 hrs.   **$50**
Journals
    4 hrs.   **$100**
Budgets
    3 hrs.   **$75**
Asset Management
    4 hrs.   **$100**

*NOTE: Intro/Navigation Class is *required prior to* attending other Financials classes.

HUMAN RESOURCES CLASSES

Navigation-Overview HRMS 8.3 *
    2 hrs.   **$25**
Position Data Maintenance
    2 hrs.   **$50**
New Hire Process
    3.5 hrs.   **$75**
Employee Special Maintenance
    3.5 hrs.   **$75**
Introduction to Time and Labor
    3.5 hrs.   **$75**
Time and Labor/Payroll Processes
    7 hrs.   **$150**

*NOTE: Navigation-Overview HRMS 8.3 is *required prior to* attending other HR classes.

Registration Process

A registration form is available online at:

Discoveringmontana.com/statejobs/training/

or from the SABHRS Services Bureau at 444-5700 (sabhrstraining@state.mt.us).

The form must be completed & submitted with full payment.

Method of Payment: cash, check, money order, or credit card.

Cancellation Policy

A scheduled class with **no students enrolled** may be cancelled 7 calendar days prior to the class start date. Classes may be relocated. Students will be notified of relocation.

Student Cancellation Policy

Individuals must provide notice of cancellation to SABHRS Services Bureau at least **24 hours** prior to the class start time via email, mail or telephone (444-5700). **NO refunds** will be given. Fees from canceled classes may be applied to future classes.
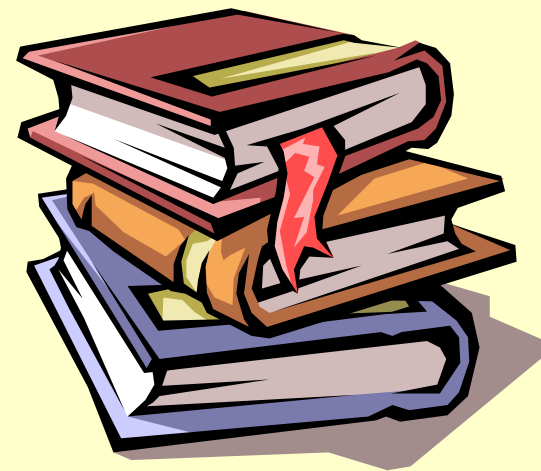
Completion Certification

Students who have successfully completed a class will receive a certificate.

SABHRS Services Bureau,
Department of Administration,
State of Montana
is pleased to

INVITE

Members of the Public to attend sessions of

SABHRS Financial
&
SABHRS Human Resources Training